



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.lacounty.gov>

DAVID E. JANSSEN
Chief Administrative Officer

VIA ELECTRONIC MAIL AND FACSMILE

Board of Supervisors
GLORIA MOLINA
First District

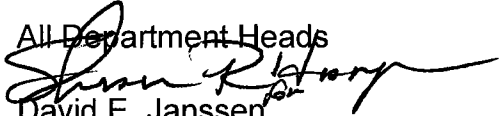
YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

June 12, 2007

To: All Department Heads
From: 
David E. Janssen
Chief Administrative Officer

BOARD AGENDA PROCESS FOR THE JULY 3, 2007 MEETING

The new Chief Executive Office (CEO) Administrative Structure becomes effective July 1, 2007. The first Board Meeting after the effective date is July 3, 2007. For that Agenda, the new procedure for Board letters outlined in the Administrative Structure report attached to the Board letter considered by the Board of Supervisors on May 22, 2007 will be followed. The new procedures require that all Board Agenda letters issued by appointed Department Heads other than the Auditor-Controller, County Counsel, Executive Officer of the Board of Supervisors, and the Fire Chief will be signed and filed by the Chief Executive Officer. In addition, the procedures require elected County Department Heads, the Community Development Commission (CDC) and the four exempted appointed Department Heads to consult with the CAO/CEO prior to filing items.

We have not completed detailed protocols to implement these procedures and want to work in partnership with Departments in preparing the protocols so that they meet our collective needs. Therefore, in order to meet the letter of the new Administrative Structure for the July 3, 2007 Board Meeting, we are issuing the following interim agenda filing directions:

- For appointed Department Heads subject to the requirement that the CAO/CEO will sign and file Board Agenda items:
 1. The filing date for the July 3 Board Meeting is Thursday, June 21, 2007.
 2. Please submit an electronic Word document version of any draft Board Agenda item to your CAO/CEO Budget Analyst **not later than Friday, June 15, 2007.**

3. Draft Board Agenda letters shall be dated with the date of the Board Meeting, e.g., July 3, 2007, and not the date of the submission.
 4. If the Board Agenda item requires clearance with County Counsel or Chief Information Officer, please note that in the transmission to the CAO/CEO Budget Analyst and explain where you are in that review process.
 5. If there is an urgency to the Board Agenda item, you will need to explain the urgency, citing the reason for the urgency (including the drop-dead due date) and consequences if the due date is missed.
 6. Identify if in your opinion the Board Agenda item could be placed on the "Consent Agenda" and explain your reasoning.
 7. Identify one person on your staff who will be the contact on all Board Agenda items.
 8. Your CAO/CEO Budget Analyst will communicate with appropriate Deputy CEOs regarding the proposed July 3 Board Agenda items and will make every attempt to get back to you by noon on Wednesday, June 20 regarding CAO/CEO requested changes to the Board Agenda items.
 9. **Final Word documents** will need to be submitted to your CAO/CEO Budget Analyst no later than 5:00 p.m. on Wednesday, June 20 so that they may be reviewed one last time and placed on CAO/CEO letterhead for filing by noon on Thursday, June 21, 2007 with the Executive Officer of the Board of Supervisors.
 10. Departments will be responsible for delivering 30 hard copies of any attachments to Board Agenda letters to the CAO/CEO's office, Room 713, by 5:00 p.m. on Wednesday, June 20, 2007. This is an increase over the current hard copy requirement of 22 copies to meet the needs of the CAO/CEO and CAO/CEO's Office.
- Elected Department Heads, the Auditor-Controller, County Counsel, Executive Officer of the Board of Supervisors, Fire Chief and the Community Development Commission are requested to follow procedures 1 through 7 to enable the CAO/CEO continued review of agenda items. While procedures 8, 9, and 10 do not apply to

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these Departments, and the CDC, the CAO/CEO requires review of Board letters in order to provide a CAO/CEO "Approve" or "Policy" position. Aside from the new CAO/CEO review process, as stated in procedures 1 through 7, these Departments and the CDC will continue to be responsible for filing Board Agenda letters with the Executive Office of the Board of Supervisors.

The above procedures will remain in place until we have had the opportunity to develop detailed Board Agenda protocols in collaboration with Departments. A timeline for submission pursuant to these procedures through the month of July is attached. We plan to work with the Executive Officer of the Board of Supervisors to develop a draft protocol that may be reviewed at the June 28 Executive Strategic Planning Conference. At the conference, we will ask for volunteers to work with us in putting together a final protocol.

Thank you very much for your cooperation with the above procedures. If you have any questions, please contact Lari Sheehan at (213) 893-2477 or via e-mail at lsheehan@cao.lacounty.gov.

DEJ:SRH
LS:os

Attachment

c: Each Supervisor

**Chief Administrative Office
Timeline for Submission of Board Letters – July 2007**

Board Meeting date	Draft Board letters electronically submitted to CEO	Final Board letters filed with Executive Office, Board of Supervisors
July 3, 2007	June 15, 2006	June 21, 2007
July 10, 2007	June 21, 2007	June 28, 2007
July 17, 2007	June 28, 2007	July 5, 2007
July 24, 2007	July 5, 2007	July 12, 2007
July 31, 2007	July 12, 2007	July 19, 2007